# USER MANUAL

# About This Manual

## System Requirements

WinZip is compatible with Windows 95, Windows 98, Windows Me, Windows XP, Windows NT 4.0, and Windows 2000. WinZip will not run under Windows 3.x or Windows NT 3.1 or 3.5.

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This user manual was written and designed by Beverly Greene as a class assignment. It is intended to serve solely as an example of her technical writing and document design abilities.

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# Contents

**Getting to Know WinZip** ..... **1**

*What does WinZip do?* ..... *1*

*Why should I use WinZip?* ..... *1*

**Installing and Configuring WinZip** ..... **3**

*Installing WinZip* ..... *3*

*Configuring WinZip to work with your virus scanner* ..... *3*

**Selecting a User Interface** ..... **4**

*WinZip Classic Interface Overview* ..... *4*

*WinZip Wizard Interface Overview* ..... *5*

*Switching Your User Interface* ..... *5*

**Sharing Files** ..... **6**

*Creating a New WinZip Archive* ..... *6*

*Testing a WinZip Archive* ..... *7*

*Scanning a WinZip Archive for Viruses* ..... *8*

*Emailing a WinZip Archive* ..... *8*

**Saving Disk Space and Storing Important Files** ..... **9**

*Adding Files to an Existing WinZip Archive* ..... *9*

*Updating Files in an Existing WinZip Archive* ..... *10*

*Deleting Files from a WinZip Archive* ..... *10*

*Extracting from a WinZip Archive* ..... *10*

*Splitting a WinZip Archive in order to Span Diskettes* ..... *11*

*Deleting WinZip Archives* ..... *12*

**Glossary** ..... **13**

# Getting to Know WinZip

## *What does WinZip do?*

WinZip allows you to compress files, creating smaller files called archives. Because of their reduced size, archives require less disk space and are easier to transmit over the Internet. Data compression is like vacuum sealing. Vacuum sealing, removing as much of the air as possible, allows large items such as comforters to be packaged to take up as little space as possible. The same is true when compressing computer files.

When compressing a file, the data is compressed to the smallest possible size while retaining all of the original information. Compressing a file using WinZip results in a new archive file being created which contains the compressed version of the original file. The original file is not changed.

WinZip also allows you to zip multiple files together into a single compressed file. As with compressing a single file, the files are compressed into the smallest possible size and a new, single archive file is created. The original files remain unchanged.

WinZip gives you complete control over your archives. With WinZip, you can extract, or decompress, files to restore them to their original size on your hard drive. You can easily send files through email to family, friends, and colleagues. You can even back up your files on diskettes by creating archives tailored to your storage needs.

## *Why should I use WinZip?*

WinZip helps you share and even store your important files. By compressing files, you can easily send files over the Internet, save disk space on your computer, and make back ups of large or important files on diskettes.

### Sharing files

WinZip makes sharing files quick and easy. By allowing you to compress files into smaller files, called archives, WinZip makes it easier to share your important files with colleagues, friends, and family. The smaller file size of archives allows you to transmit your favorite photos or other important files over the Internet with ease.

WinZip makes it easy to create and share archives by:

- Creating a New WinZip Archive
  - Compress a Single File
  - Compress Multiple Files
  - Compress Folders and Their Contents
  - Adding Comments to an Archive
- Testing a WinZip Archive
- Scanning Archives for Viruses
- Emailing Archives

## Save disk space and store important files

Using WinZip, you can easily create and manage backups of your important files. WinZip archives are easily stored on diskettes due to their smaller size. Additionally, WinZip allows you to span diskettes, or create a series of archives small enough to fit on a diskette from a single archive.

You can easily manage your WinZip archives by:

- Adding Files to an Existing Archive
    - Adding Password Protection to a File in an Archive
- Updating Files in an Existing Archive
- Deleting Files from an Archive
- Extracting Files from an Archive
    - Extracting All Files in an Archive
    - Extracting Specific Files in an Archive
    - Extracting with Folders
    - Extracting to a New Folder
- Splitting an Archive in order to Span Diskettes
- Deleting Archives

# Installing and Configuring WinZip

## *Installing WinZip*

Installing WinZip on your computer is easy and requires less than five minutes.

### To install WinZip

1. Insert the WinZip CD into your CD drive.
2. On the Setup dialog box which will appear on your screen, click **Setup**.
3. Select the location on your computer where you want the program to be installed, and click **OK**.
4. When the installation is complete, follow the dialog box instructions to view and accept the WinZip user agreement.
5. Select either WinZip Wizard or WinZip Classic as the default interface.

| WinZip Wizard | WinZip Classic |
|---|---|
| A simple, easy to use interface designed for novice users. WinZip Wizard walks you through using WinZip step-by-step using dialog boxes.<br><br>For more information on WinZip Wizard, see the overview provided on page 5. | A powerful yet easy to use interface designed for more experienced users. WinZip Classic allows you more options and control over your archives.<br><br>For more information on WinZip Classic, see the overview provided on page 4. |

6. Make sure that **Express setup** is selected, and click **Next**.
7. Click **Finish**.

## *Configuring WinZip to work with your virus scanner*

WinZip does not have a built in virus scanner. Instead, it can be configured to work with any virus scanner already installed on your computer. During installation, WinZip automatically searches your computer for compatible virus scan programs. If a recognized program is found, WinZip automatically configures itself to work with the virus scan program.

WinZip version 8.1 automatically recognizes the following virus scan programs:

- McAfee Virus Scan
- Norton AntiVirus
- Norton AntiVirus 2001
- Norton AntiVirus 2002
- Kaspersky Anti-Virus

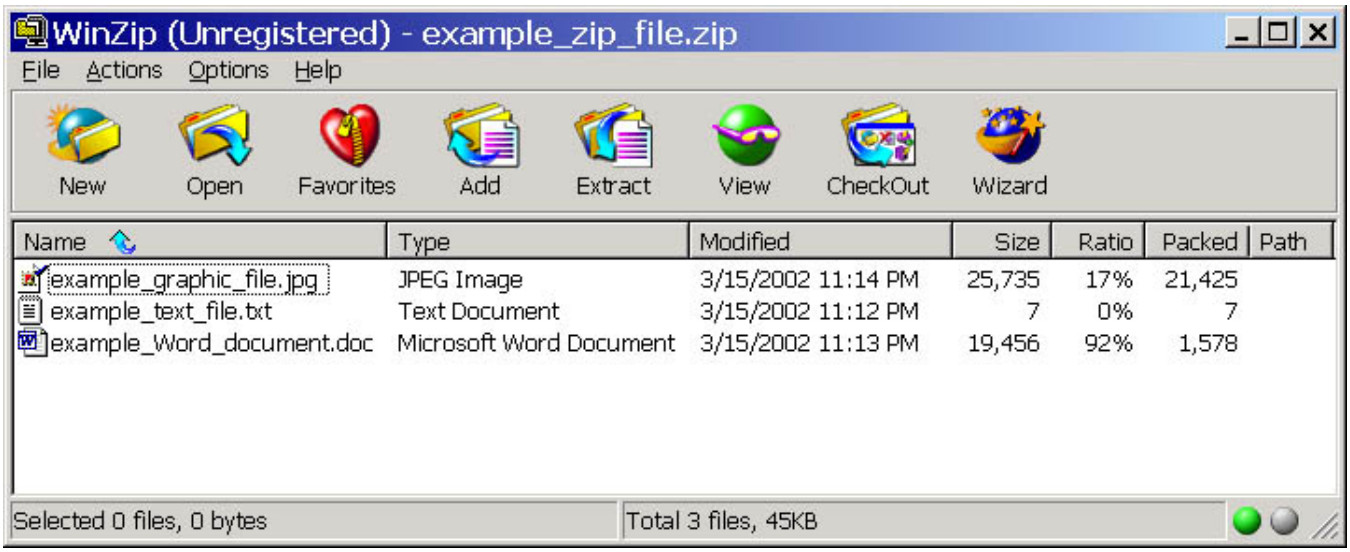
If your virus scan program is not among the list of automatically recognized programs, you can manually configure WinZip to work with your virus scan program. For assistance manually configuring WinZip to work with your virus scanner, consult the program help file.

# Selecting a User Interface

WinZip offers you the option of two user interfaces. A user interface is the part of the program that controls what you actually see on your screen. By selecting the interface right for you, you can make your experience using WinZip as enjoyable as possible.

## *WinZip Classic Interface Overview*

The WinZip Classic interface is designed to provide easy access to all of WinZip's features. With the WinZip Classic interface, the most common features are available at the click of a button. The rest of the features can be easily accesses through the menu options. As seen in the image below, the WinZip Classic interface allows you to see the contents of an archive, allowing you to make changes to individual files contained in an archive.


WinZip (Unregistered) - example_zip_file.zip
File Actions Options Help
New Open Favorites Add Extract View CheckOut Wizard
Name Type Modified Size Ratio Packed Path
example_graphic_file.jpg JPEG Image 3/15/2002 11:14 PM 25,735 17% 21,425
example_text_file.txt Text Document 3/15/2002 11:12 PM 7 0% 7
example_Word_document.doc Microsoft Word Document 3/15/2002 11:13 PM 19,456 92% 1,578
Selected 0 files, 0 bytes
Total 3 files, 45KB

### Using the WinZip Classic Toolbar

The WinZip Wizard interface offers quick and easy access to the most common features with the toolbar.

| Button | Function | Button | Function |
|---|---|---|---|
| | Creates a new archive. | | Extracts the selected files. |
| | Opens an existing archive. | | Opens the selected file in the associated external program. |
| | Displays a list of your favorite WinZip archives. | | Extracts all files in the open archive to the specified folder. |
| | Adds files to an open archive. | | Switches to the WinZip Wizard user interface. |

## WinZip Wizard Interface Overview

The WinZip Wizard interface is designed to assist new WinZip users. As seen in the image below, the WinZip Wizard works much like a standard dialog box. The WinZip Wizard walks you through performing the most common WinZip functions, including uncompressing files, installing a program from a WinZip archive, updating an existing archive, and creating a new WinZip archive. However, the more complex features of WinZip are not available with this interface option.

WinZip Wizard - Welcome
Welcome to the WinZip Wizard!
This Wizard automates the most common tasks involving Zip files. It features:
* Fast access to Zip files in your Favorite Zip Folders
* Automatic installation of software distributed in Zip files
* Fast and easy zipping and unzipping
* Additional support for decoding MIM and UUE files
You can change your "Favorite Zip Folders" and other options by clicking the Options button.
Options...
About...
Click the "Next" button to proceed.
WinZip Classic
Help
< Back
Next >
Close

## Switching Your User Interface

WinZip allows you to quickly and easily select the user interface you want to work in at any time. Depending on your personal preference, you can select the user interface that will best suit your individual needs.

| To switch | Do this |
|---|---|
| **to WinZip Classic** | In the bottom corner of the WinZip Wizard dialog box, click **WinZip Classic**. |
| **to WinZip Wizard** | On the WinZip Classic taskbar, click **Wizard**. |

# Sharing Files

WinZip makes it easier to share your important files with colleagues, friends, and family. The smaller file size of archives allows you to transmit your favorite photos or other important files over the Internet with ease.

**WinZip makes it easy to create and share archives by:**

- Creating a New WinZip Archive
  - Compress a Single File
  - Compress Multiple Files
  - Compress Folders and Their Contents
  - Adding Comments to an Archive
- Testing a WinZip Archive
- Scanning Archives for Viruses
- Emailing Archives

***What is a WinZip archive?***

Much like a folder contains files, an archive contains files that have been compressed.

To learn more, see "Getting to Know WinZip" on page 1.

## *Creating a New WinZip Archive*

WinZip allows you to easily create a new archive. Because of their smaller size, archives are much easier to transmit over the Internet. With WinZip, you have complete control over your archives. You can add comments to an archive detailing its contents, creation date, or containing other important notes. You can also add a password to files within an archive, ensuring that only those people you share the password with will be able to access the information contained in the archive.

***WARNING!*** You should always test an archive to ensure that there were no errors in the compression process. To learn how to test your archive, see "Testing a WinZip Archive" on page 7.

### To compress a single file

1. On the toolbar, click **New**.
2. Select the location on your hard drive for the new archive to be saved.
3. Type the name of the new archive, and click **OK**.
4. Click **Add**.
5. Select the file you want to compress, and click **Add**.

### To compress multiple files

1. On the toolbar, click **New**.
2. Select the location on your hard drive for the new archive to be saved.
3. Type the name of the new archive, and click **OK**.
4. On the toolbar, click **Add**.
5. While holding down the CTRL key, select the files you want to compress.
6. Click **Add**.

**Note:** You may need to repeat steps 5 and 6 until you have added all of the files.

### To compress a folder and all of its contents

1. On the toolbar, click **New**.
2. Select the location on your hard drive for the new archive to be saved.
3. Type the name of the new archive, and click **OK**.
4. On the toolbar, click **Add**.
5. As demonstrated in Image 1, type the full path of the folder you want to add followed by *.*
6. Ensure that **Save full path info** is NOT selected.
7. Select **Include subfolders**, and click **Add with Wildcards**.

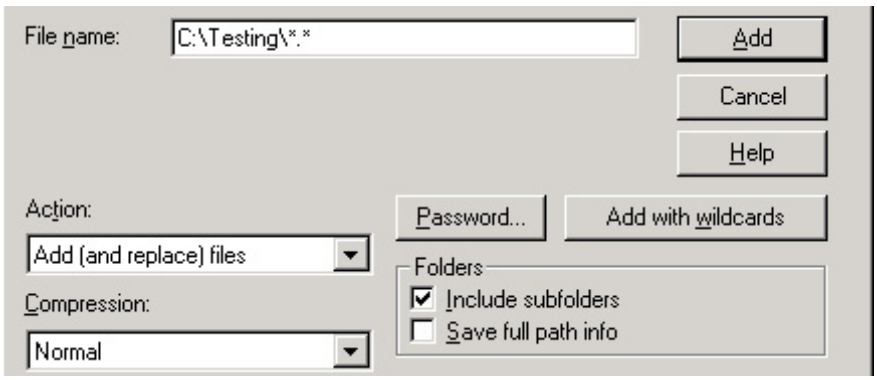



**Image 1**

### To add a comment to an archive

1. On the toolbar, click **Open**.
2. Select the archive, and click **Open**.
3. On the **Actions** menu, select **Comment**.
4. Enter the comment, and click **Save**.

## *Testing a WinZip Archive*

WinZip allows you to test an archive to test the integrity of files contained in the archive. Files can sometimes become corrupted during compression. Corrupted files cannot be used or viewed. To ensure the best results, you should test an archive before extracting files from it. It is also important to test any archive that you create.

***WARNING!*** Never delete the original files from your computer until you have tested the archive.

### To test an archive

1. On the toolbar, click **Open**.
2. Select the archive, and click **Open**.
3. On the Actions menu, click **Test**.
    - If the archive does not contain errors, near the top of the dialog box will you will see, "No errors detected in compressed data of…".
    - If the archive contains errors, near the top of the dialog box you will see, "Errors detected in compressed data of…". The dialog box will also contain specific information about which files within the archive had errors.

## Scanning a WinZip Archive for Viruses

When sharing WinZip archive files, it is important to make sure that you are not also sharing viruses. To protect your computer from becoming infected with a virus, you should always scan WinZip archives for viruses before extracting any files. You should also scan any archives that you create before sharing them with others.

Please note that to use this feature you must have a virus scan program installed on your hard drive and configured to work with WinZip. To learn how to configure WinZip to use this option, see "Configuring WinZip to work with your virus scanner" on page 3.

### To scan an archive for viruses

1. On the toolbar, click **Open**.
2. Select the archive, and click **Open**.
3. On the **Actions** menu, click **Virus Scan**.

## Emailing a WinZip Archive

WinZip makes it easy to share your favorite photos or other files with friends, family, or colleagues. Because of their smaller file size, WinZip archives are easy to transmit over the Internet.

**Note:** In order to use this feature, you must have Internet access and an email program properly installed on your computer.

| To Email a WinZip Archive | Do This |
|---|---|
| from within WinZip | 1. On the toolbar, click **Open**.<br>2. Select the archive, and click **Open**.<br>3. On the **File** menu, click **Mail Archive**.<br>4. In the email message box, enter the recipient's email address.<br>5. Enter a subject and any message you want to include.<br>6. Send the email message. |
| from your desktop | 1. Locate the WinZip archive.<br>2. Using the right mouse button, click the archive.<br>3. Click **Email it**.<br>4. In the email message box, enter the recipient's email address.<br>5. Enter any message you want to include.<br>6. Send the email message. |

**Note:** You can also send WinZip archives through email by opening a new email message and then attaching the archive to the email message using the attachment feature in your email program.

# Saving Disk Space and Storing Important Files

Using WinZip, you can easily create and manage backups of your important files. With WinZip, you have complete control over your archives. You can easily add or delete files in an existing archive. You can extract the files in your archive, restoring them in their original form on your computer. You can take a large archive and from it create several archives small enough to be stored on diskettes.

**You can easily manage your WinZip archives by:**

- Adding Files to an Existing Archive
  - Adding Password Protection to a File in an Archive
- Updating Files in an Existing Archive
- Deleting Files from an Archive
- Extracting Files from an Archive
  - Extracting All Files in an Archive
  - Extracting Specific Files in an Archive
  - Extracting with Folders
  - Extracting to a New Folder
- Splitting an Archive in order to Span Diskettes
- Deleting Archives

***How do I create a new archive?***

WinZip allows you to quickly and easily create new archives.

To learn how, see "Creating a New WinZip Archive" on page 6.

## *Adding Files to an Existing WinZip Archive*

WinZip allows you to add files to archives that have already been created. The added files are compressed into the existing archive. The original files remain unchanged.

### To add files to an existing archive

1. On the toolbar, click **Open**.
2. Select the archive, and click **Open**.
3. Click **Add**.
4. Select the file(s) you want to add.
5. Click **Add**.

**Note:** If you are adding multiple files that are not located in the same folder, repeat steps 4 and 5 until you have added all of the files.

### To add a password to a file

1. On the toolbar, click **Open**.
2. Select the archive, and click **Open**.
3. On the toolbar, click **Add**.
4. Select the file, and click **Password**.
5. Enter the password, and click **OK**.
6. Click **Add**.

## Updating Files in an Existing WinZip Archive

WinZip allows you to easily update files in an existing archive. Updating a file is necessary when you have made changes to the original file and want those changes to be included in the archive.

### To update files in an existing archive

1. On the toolbar, click **Open**.
2. Select the archive, and click **Open**.
3. Click **Add**.
4. In the **Action** list, click the **Freshen Existing Files**.
5. Click **Freshen**.

**Note:** Because WinZip automatically overwrites files with the same name, you can also update files simply by adding the file to the archive again.

## Deleting Files from a WinZip Archive

WinZip allows you to delete individual files within an archive. Using this option, you can remove some files from an archive while leaving other files.

***WARNING!*** Deleting a file from a WinZip archive will permanently remove the file from the archive. You should use this option with great care, as it cannot be undone.

### To delete files from an archive

1. On the toolbar, click **Open**.
2. Select the archive, and click **Open**.
3. Select the file(s) you want to delete from the archive.
4. On the **Actions** menu, click **Delete**.
5. Click **Selected Files**.
6. Click **Delete**.

## Extracting from a WinZip Archive

WinZip allows you to extract all of the files within an archive at once, whether the archive contains one file or twenty files. You also have the option to extract individual files from a multi-file archive, or archives that contain two or more files.

When you extract a file from an archive, the extracted file is added to your hard drive in its original form. The file is not removed from the archive itself, which remains unchanged.

***WARNING!*** It is important to remember that WinZip archives can contain computer viruses. As such, every precaution should be taken to protect your computer from becoming infected. Before sharing archives or extracting any files from an archive that you did not create, you should always scan it for viruses. For information on how to scan an archive for viruses in WinZip, see “Scanning a WinZip Archive for Viruses” on page 8.

### To extract all files in an archive

1. On the toolbar, click **Open**.
2. Select the archive, and then click **Open**.
3. On the toolbar, click **Extract**.
4. Select the folder on your hard drive into which you want the files to be extracted.
5. Click **All Files**, and then click **Extract**.

### To extract multiple files from an archive

1. On the toolbar, click **Open**.
2. Select the archive, and then click **Open**.
3. Select on the files you want to extract, and then click **Extract**.
4. Select the folder on your hard drive into which you want the file(s) to be extracted.
5. Click **Extract**.

### To extract with folders

1. On the toolbar, click **Open**.
2. Select the archive, and then click **Open**.
3. On the toolbar, click **Extract**.
4. Select the folder on your hard drive into which you want the file(s) to be extracted.
5. Click **All Files**, and then click **Use folder names**.
6. Click **Extract**.

### To extract to a new folder

1. On the toolbar, click **Open**.
2. Select the archive, and click **Open**.
3. Select the files you want to extract, and click **Extract**.
4. Select a location on your hard drive for the new folder.
5. Click **New Folder**.
6. Type the name of the new folder, and then click **OK**.
7. Click **Extract**.

## *Splitting a WinZip Archive in order to Span Diskettes*

WinZip makes storing and backing up your important files on diskettes, CDs, or other types of data storage media easy. In order to protect your important files, you should make regular backups. WinZip archives allow you to maximize your CDR storage space. WinZip also enables you to store large files on diskettes by giving you the option to create a large archive and then split it into several new, smaller archives in the size you specify.

### To span diskettes

1. On the toolbar, click **Open**.
2. Select the archive, and click **Open**.
3. On the **Actions** menu, click **Split**.
4. Enter a new name for the split archive.
5. In the **Part size** list, click the size of your diskette.
6. Click **OK**.

## *Deleting WinZip Archives*

WinZip allows you to easily delete archives from your computer. When you delete an archive, the entire archive including all of the compressed files it contains is permanently removed.

***WARNING!*** Deleting an archive permanently removes the archive from your computer. You should use this feature with care, as it cannot be undone.

### To delete an archive

1. On the toolbar, click **Open**.
2. Select the archive, and click **Open**.
3. On the **Actions** menu, click **Delete**.
4. Click **Entire archive**.
5. Click **Delete**.

# Glossary

***archive:*** Much like a folder contains files, a WinZip archive, also known as a "zip file," contains other files which have been compressed to their smallest possible size.

***data compression:*** Data compression is like vacuum sealing. Vacuum sealing, or removing as much of the air as possible, allows larger items such as comforters to be packaged to take up as little space as possible. The same is true when compressing files with WinZip. When you add a file to a new or existing WinZip archive, a copy of the file is made. WinZip then reduces the file to its smallest possible size and adds it to the archive. The original file is unchanged.

***extract:*** To extract a file from an archive is to decompress it. When you extract a file from an archive, the extracted file is added to your hard drive in its original form. The file is not removed from the archive itself, which remains unchanged.

***self-extracting archive:*** An archive with the .exe extension that works like a program to extract all of the files within the archive. Creating a self-extracting archive requires another optional program, such as WinZip Self-Extractor Personal Edition. Registered WinZip users can download this free add-on from the WinZip web site at <http://www.winzip.com>.

***splitting:*** Splitting an archive creates several new archives in the size specified. This allows you to compress a large amount of data into a single archive and then split that archive into smaller pieces suitable for storing on a computer diskette.

***unzip:*** *See glossary entry for "extract."*

***user interface:*** The look of a program. The interface defines what you actually see on your screen.

***virus:*** A virus is a malicious computer program often spread over the Internet. Computer viruses can cause a wide variety of problems, including the unintentional sharing or loss of important or sensitive data.

***WinZip Classic:*** A powerful WinZip user interface designed to allow access to all of WinZip's features and functions.

***WinZip Wizard:*** A WinZip user interface designed to walk new users through performing some of the most common functions of WinZip. See the WinZip Wizard overview on page 6 for more information.

***zip:*** *See glossary entry for "compress."*

***Zip file:*** *See glossary entry for "archive."*